

SUNSHINE HALL FREE LIBRARY  
By-Laws & Policy Manual  
(Approved: December 18, 2012)

➔ **D. INTERLIBRARY LOAN**

- 1) Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.
- 2) In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Sunshine Hall Free Library agrees to lend its materials to other libraries using a standard interlibrary loan policy.
  - a) New titles to the library do not circulate via ILL.
  - b) New films, with the exception of instructional/non-fiction, do not circulate via ILL.
  - c) Any patron utilizing ILL agrees to the user policies of the lending institution.

**E. GIFTS AND DONATIONS**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed.

- 1) If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.
- 2) Memorial gifts of books or money are also accepted. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Sunshine Hall Free Library encourages and appreciates gifts and donations.
- 3) By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

**F. WEEDING**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

**G. POTENTIAL PROBLEMS OR CHALLENGES**

The Sunshine Hall Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

- 1) Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.